Event checklist

Hosting a fundraising event? Here are some simple steps to ensure you have everything you need.

Before the fundraiser
☐ Come up with an idea for your fundraiser
☐ Choose a date
☐ Find the perfect location for your event that fits your event needs and identify what you may need to bring in (e.g. tv screens, toilet facilities, catering, etc.)
□ Check government regulations to see if your event needs a permit, licence, to be registered or if any COVID-19 restrictions apply
 □ Create an online fundraising page □ Promote your fundraising event and encourage others to get involved
☐ Contact the Barnardos fundraising team to advise them of your event and to access to useful assets
During the fundraiser
 □ Do a final check and ensure everything is ready to go, including signage, visual presentations, decorations, etc. □ HAVE FUN!
After the fundraiser
☐ Clean up
\square Thank all of your supporters
☐ Bank or transfer any funds raised offline to Barnardos

Notes:	

